

**Indiana Department of Transportation**

**RFP NO 07-02-s1**

***Instructions for Responding to This RFP are Included Starting Page: 6***

**Posting Date: 2/16/2007**

**Request for Proposals Notification**

**Response Due Date and Time: February 23, 2007, by 10:00 am Indianapolis Time**

***R E V I S I O N (2-20-07): Items 1 & 2: Prequalification categories have been updated.***

**Summary of Items Included**

**Central Office**

**Planning/Urban & Corridor**

**Item No. 1      Corridors of the Future Program: Phase 2 Corridor Application for the  
Interstate 70 Dedicated Truck Lanes Corridor, Missouri to Ohio**

**Item No. 2      Corridors of the Future Program: Phase 2 Corridor Application for the Illiana  
Expressway and Freight Corridor**

## **Central Office**

**Item No:**

**1**

**DEF** ☐

**RFP Target Date:**

**2/16/2007**

**Item Description:**

**Corridors of the Future Program: Phase 2 Corridor Application for the Interstate 70 Dedicated Truck Lanes Corridor, Missouri to Ohio**

**Work Description:**

INDOT is seeking consultant assistance for the preparation of the phase 2 corridor application under the corridors of the future program for the Interstate 70 Dedicated Truck Lanes Corridor, Missouri to Ohio. The consultant should address each of the following:

**1. Physical Description**

The Application should include a detailed description of the proposed interstate transportation Corridor, including a map detailing the Corridor and its connection to existing transportation infrastructure.

**2. Congestion Reduction**

The proposed Corridor may address current or future congestion in any transportation mode(s). For each mode included in the Application, the Application should describe where and how the proposed Corridor would (i) reduce current congestion levels or (ii) address future expected congestion based on projected travel trends and demographic changes in the proposed Corridor. The Application should discuss the national impact of the Corridor on freight and/or traffic congestion. The congestion reduction discussion should include all relevant data related to the proposed congestion relief benefits of the Corridor.

**3. Mobility Improvements**

The Application should describe how the Corridor would provide increased mobility of people and freight. Whether the proposed Corridor is on a new or existing alignment, the Application should explain how transportation technologies would be used to benefit users by reducing congestion and enhancing the mobility and efficiency of the proposed Corridor. Examples of mobility improvements include the use of intelligent transportation systems, traffic conditions monitoring, computerized traffic control systems, traveler information systems, electronic toll collection, and open road tolling.

**4. Economic Benefits and Support of Commerce**

The Application should explain how the proposed Corridor would support U.S. economic growth. The Application should also provide an estimate of the percentage of overall Corridor traffic that is likely to be freight traffic.

**5. Value to the Users of the Corridor**

The Application should describe the benefits of the proposed Corridor to its users. Potential benefits include: Reduced travel time; increased safety; faster and more convenient access to intermodal facilities, such as rail and port terminals; faster and more convenient access to terminals for commercial vehicles; environmental benefits; truck-only lanes; and increased travel speeds.

**6. Innovations in Project Delivery and Finance**

The Application should highlight any innovative project delivery and financing features proposed for the Corridor. The Application should address the eligibility of the proposed project for credit assistance under the Transportation Infrastructure Finance Innovation Act (TIFIA) and Private Activity Bonds.

**7. Exceptional Environmental Stewardship**

The Application should describe any proposed innovative methods for completing the environmental review process effectively, and/or any

exceptional proposed measures for avoiding or mitigating air, noise, or water impacts, or impacts to environmental or cultural resources.

**8. Finance Plan and Potential Private Sector Participation**

The application should identify an initial plan and potential sources of financing and the private sector's likely role. This may include proposals for private sector financial contribution to the proposed Corridor. Private sector participation can encompass a wide range of contractual arrangements by which public (Federal, State, or local) authorities and private entities collaborate in the financing, development, operation, and ownership of a transportation infrastructure project. Potential contractual arrangements for the Corridor include but are not limited to:

- a. Long-term concessions or franchise agreements;
- b. Design, Build, Operate and Maintain contracts;
- c. Design Build Finance Operate contracts;
- d. Build Own Operate contracts; and
- e. Design Build contracts.

The Application should describe the efficiencies likely to result from private sector participation, as well as the process likely to be used to ensure robust competition among private financial entities.

**9. Proposed Project Time-Line**

The Application should include a proposed project time-line with estimated start and completion dates for major elements of the proposed Corridor such as:

- a. Development phase activities (planning, feasibility analysis, revenue forecasting, environmental review, preliminary engineering and design work, and other preconstruction activities);
- b. Construction, reconstruction, and/or rehabilitation activities; and
- c. Acquisition of real property (including land related to the project and improvements to land).

The Application also should describe the results of any preliminary engineering or preconstruction activities done to date and relate it to the project time-line.

**10. Multistate coordination in preparing the above elements in the preparation of Phase 2 Corridor applications.**

**Max. Contract Amount:**

**No of Contracts:** 1

**Federal Funding:** ☒

**Compensation Method:**

Federally Acceptable Method as Negotiated

**Approx No of Assignments:**

**Term of Contract:**

**DBE Goal %:** 0

**WBE Goal %:** 0

**MBE Goal %:** 0

**Construction \$:** \$0.00

**Required Prequalification Categories (Combination of Prime and Sub Consultants):**

**Work Type:**

1.1 : Systems Planning

**Deliverable and Additional Requirements:**

Application submittal deadline - May 25, 2007.

## **Central Office**

**Item No:**

**2**

**DEF** ☐

**RFP Target Date:**

**2/16/2007**

**Item Description:**

**Corridors of the Future Program: Phase 2 Corridor Application for the Illiana Expressway and Freight Corridor**

**Work Description:**

INDOT is seeking consultant assistance for the preparation of the phase 2 corridor application under the corridors of the future program for the Illiana Expressway and Freight Corridor. The consultant should address each of the following:

**1. Physical Description**

The Application should include a detailed description of the proposed interstate transportation Corridor, including a map detailing the Corridor and its connection to existing transportation infrastructure.

**2. Congestion Reduction**

The proposed Corridor may address current or future congestion in any transportation mode(s). For each mode included in the Application, the Application should describe where and how the proposed Corridor would (i) reduce current congestion levels or (ii) address future expected congestion based on projected travel trends and demographic changes in the proposed Corridor. The Application should discuss the national impact of the Corridor on freight and/or traffic congestion. The congestion reduction discussion should include all relevant data related to the proposed congestion relief benefits of the Corridor.

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**Max. Contract Amount:**

**No of Contracts:** 1

**Federal Funding:** ☒

**Compensation Method:**

Federally Acceptable Method as Negotiated

**Approx No of Assignments:**

**Term of Contract:**

**DBE Goal %:** 0

**WBE Goal %:** 0

**MBE Goal %:** 0

**Construction \$:** \$0.00

**Required Prequalification Categories (Combination of Prime and Sub Consultants):**

**Work Type:**

1.1 : Systems Planning

**Deliverable and Additional Requirements:**

Application submittal deadline - May 25, 2007.

## Consultant Meetings and Communication Policy

Please note the following policy concerning communication with the Department during the Request for Proposals (RFP) announcement and selection process:

Department owner offices associated with items listed in this RFP will not participate in communication with consultants (or their agents) regarding the status of the selection process, or entertain any communications related to marketing, etc., during the time period between advertisement and the announcement of final consultant selections for this RFP. This policy will not apply during special marketing events advertised and scheduled by INDOT.

Communications that are always permissible include project administration activities for awarded contracts, scope and negotiation activities for projects selected but not under contract and training or related activities.

Questions regarding the Letter of Interest (LoI) format or requirements are also permissible and are to be directed to [Contractsrfp@indot.in.gov](mailto:Contractsrfp@indot.in.gov)

## Letter of Interest Submittal Instructions

Firms interested in being considered for selection shall respond by sending one email for each item, along with the three to five (3 to 5) required attachments, as noted below. All responses are to be emailed to [Contractsrfp@indot.in.gov](mailto:Contractsrfp@indot.in.gov) with each of the attachments listed below. The subject line for each email and the attached file names are to match the following format with no spaces: **RFP07-02-s1-[Firm Name or Nickname]-Item-#**.

### **Required Attachments:**

- one (1) Letter of Interest (LoI) in pdf (preferred) or tif format, named in the same format as identified above for the subject line with “-LOI” added to the end, and  
*Sample file name: RFP07-02-s1-myconsultingfirmornickname-item-2-LOI*
- one (1) signed Affirmative Action Certification and associated required documents, for all items with DBE or MBE/WBE goals greater than “0”, in pdf (preferred) or tif format, named in the same format as identified above with “-AAC” added to the end, and
- one (1) completed Current and Completed Projects form in pdf(preferred) or tif format, named in the same format as identified above with “-CCP” added to the end and
- one (1) completed Active and Pending Contract Balances form in pdf(preferred) or Excel (.xls) format, named in the same format as identified above for the subject line with “-APB” added to the end. This form, when completed, will be the same for every item submitted. The CCP form above may vary from item to item depending on type of services required for the item.
- for firms submitting on multiple items one (1) item priority list should be included with the last LoI submittal or as an attachment to a separate email, named in the following format with no spaces: **RFP07-02-s1-[Firm Name or Nickname]-PriorityList**. The file may be submitted in pdf or doc or tif format.

NOTE: The Affirmative Action Certification, Current and Completed Projects form, Active and Pending Contract Balances form and Priority List forms required are available on the [Department’s Website](#) .

All Letters of Interest must be received no later than “Response Due Date and Time”, as shown in the RFP header on page 1, in order to be considered for selection. A reply confirmation of receipt will be returned for each email submitted. When completed, selections will be announced through the [Department’s Website](#) . Please note time change for this RFP.

## Selection Procedures

The Department will directly select consultants for each of the items listed above and further described herein, based on a Letter of Interest (LoI) and other required documents. The requirements for the LoI and the [Consultant Selection Rating Form](#) (**Exhibit A** below) that will be used by INDOT to evaluate and score the submittals are shown below.

To be eligible for selection consideration, prime consultants and sub-consultants must be prequalified, as of the “Response date and time, unless otherwise specified within the item description. Prequalification requirements and the list of Prequalified Consultants and their approved categories may be found at the [Department’s Website](#). A prime consultant need not be prequalified itself for each discipline listed in the prequalification requirements paragraph below provided that at least one subconsultant be prequalified in each discipline and provided further that the LoI and the contract procured hereunder shall only contemplate or permit an entity to perform work for which it has been prequalified.

## **Requirements for Letters of Interest**

### **A. General Instructions for Preparing and Submitting a Letter of Interest**

1. Provide the information requested in the LoI Content (Item B below), in the same order listed, signed by an officer of the firm. Scanned signed documents or electronically applied signatures are both acceptable. Do not send additional forms, resumes, brochures, or other material unless otherwise noted in the item description.
2. LoIs shall be limited to a total of twelve (12) 8½” x 11” pages. Ten (10) pages for Identification and Qualifications and two (2) pages for the combined Key Staff and Project Approach, unless otherwise noted in the Project Description. The Affirmative Action Certification, Current and Completed Projects form, Active and Pending Contract Balances form and priority List do not count toward the total.
3. **LoIs must be received no later than “Response Due Date and Time”, as shown in the RFP header on page 1. Submittals will have to include all required attachments to be considered for selection. Responses received after the response deadline shall not be considered.**

### **B. Letter of Interest Content**

#### Identification and Qualifications

1. Provide the firm name, address of the responsible office from which the work will be performed and the name and email address of the contact person authorized to negotiate for the associated work.
2. List all proposed subconsultants, DBE/MBE/WBE status, and the percentage of work to be performed by the prime consultant and each subconsultant. (See Affirmative Action Certification requirements below.) A listing of certified DBEs eligible to be considered for selection as prime consultants or sub-consultants for this RFP can be found at the “Prequalified Consultants” link available from the [Department’s Website](#).
3. Remaining space within the ten (10) pages, Section A.1 may be utilized to provide personnel resumes, additional information concerning qualifications, etc.

#### Key Staff and Project Approach

1. List the Project Manager and other key staff members, including key subconsultant staff and include the percent of time the project manager will be committed for the item, if selected. (The percent requirement is not applicable to open-end contracts.) Include project engineers for important disciplines and staff members that will be responsible for the work.

Address the experience of the key staff members on similar projects, and the staff qualifications relative

to the required item qualifications.

2. Describe the capacity of Prime Consultant staff and their ability to perform the work in a timely manner relative to present workload and the availability of the assigned staff.
3. Provide a description of your Project Approach or of your approach to the advertised services. For project specific items confirm that the firm has visited the project site. For all items address your firm's technical approach, understanding of the project or services, cost containment practices, innovative ideas and any other relevant information concerning your firm's qualifications for the project.

### **Requirements for Affirmative Action Certification**

A completed Affirmative Action Certification form is required for **all** items that identify a DBE or MBE/WBE goal, **greater than "0"**, in order to be considered for selection. The consultant must identify the DBE firms or MBE/WBE firms (whichever applies) with which it intends to subcontract, include the contract participation percentage of each DBE or MBE/WBE (whichever applies), and list what the DBE or MBE/WBE (whichever applies) will be subcontracted to perform on the Affirmative Action Certification Form. **Copies of DBE certifications, as issued by INDOT, or MBE/WBE certifications, as issued by IDOA, are to be included as additional pages after the form, for each firm listed.** If the consultant does not meet the DBE or MBE/WBE goal (whichever applies), the consultant must provide documentation in additional pages after the form that evidences that it made good faith efforts to achieve the DBE or MBE/WBE goal (whichever applies). Please review the [DBE program](#) and/or [MBE/WBE program](#) as applicable based on any goals set and complete the [DBE Affirmative Act Certification Form](#) or the [MBE/WBE Affirmative Action Certification Form](#) as applicable. What constitutes good faith efforts is explained in detail within the DBE or MBE/WBE program information referred to above. If no goal is set then no Affirmative Action Certification Form is required. INDOT's DBE/MBE/WBE Program Information is available at [Department's Website](#).

A listing of certified DBEs eligible to be considered for selection as prime consultants or sub-consultants for this RFP can be found at the "Prequalified Consultants" link available from the [Department's Website](#).

**DBE/MBE/WBE subcontracting goals apply to all prime submitting consultants, regardless of the prime's status of DBE/MBE/WBE.**



Exhibit A, this form will be used by INDOT to evaluate and score the submitted LoI's.  
**Selection Rating for RFP- No. \_\_\_\_\_, Item No. \_\_\_\_**

**Consultant Name:**

**Services Description:**

Evaluation Criteria to be Rated by Scorers					
Category	Scoring Criteria	Scale	Score	Weight	Weighted Score
Capacity of Team to do Work	<b>Evaluation of the team's personnel and equipment to perform the project on time.</b>				
	Availability of more than adequate capacity that results in <b>added value</b> to INDOT.	1			
	Adequate capacity to meet the schedule.	0		20	0
	Insufficient available capacity to meet the schedule.	-1			
Team's Demonstrated Qualifications	<b>Technical expertise: Unique Resources that yield a relevant added value or efficiency to the deliverable.</b>				
	Demonstrated outstanding expertise and resources identified for req'd services for value added benefit.	2			
	Demonstrated high level of expertise and resources identified for req'd services for value added benefit.	1		15	0
	Expertise and resources at appropriate level.	0			
	Insufficient expertise and/or resources.	-3			
Project Manager	<b>Predicted ability to manage the project, based on: experience in size, complexity, type, subs, documentation skills.</b>				
	Demonstrated outstanding experience in similar type and complexity.	2			
	Demonstrated high level of experience in similar type and complexity.	1		10	0
	Experience in similar type and complexity shown in resume'.	0			
	Experience in different type or lower complexity.	-1			
Approach to Project	<b>Project Understanding and Innovation that gives INDOT cost and/or time savings.</b>				
	High level of understanding and viable inovative ideas proposed.	2			
	High level of understanding of the project.	1		15	0
	Basic understanding of the project.	0			
	Lack of project understanding.	-3			
Location (This score will be automated in the future.)	<b>Location of assigned staff office relative to project.</b>				
	Within 50 mi.	1			
	51 to 150 mi.	0		5	0
	151 to 500 mi.	-1			
	Greater than 500 mi.	-2			
	For 100% state funded agreements, non-Indiana firms.	-3			
Weighted Sub-Total					0

The scores assigned above represent my best judgement of the consultant's abilities for the rating categories. Signed: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Date: \_\_\_\_\_

Evaluation Ratings to be Assigned from Office of Contracts Data Sources					
Category	Scoring Criteria	Scale	Score	Weight	Weighted Score
Disputes	<b>Outstanding Agreement Disputes.</b>				
	No outstanding unresolved agreement disputes > 3 mos. old.	0		20	0
	Outstanding unresolved agreement disputes more than 3 mos. old.	-3			
Past Performance	<b>Performance evaluation score averages from historical performance data.</b>				
	Quality score for similar work from performance database.			12	0
	Schedule score from performance database.			7	0
	Responsiveness score from performance database.			7	0
	*Budget score from performance database.		N/A	7	
	*Constructability score from performance database.		N/A	7	
Weighted Sub-Total					0

For categories that are not relevant to the particular item being evaluated leave the category score as N/A. This is to be as documented in the RFP.

\* Only applicable for transportation project development contracts. Data not available yet.

**Weighted Total** 0

### **Consultant Selection Rating Form Notes Specific to Use on this RFP**

1. The selection rating form to be used for this RFP has changed to reflect a new format for incorporation of historical performance data. A new historical performance data system is being implemented to collect data for all ongoing projects for direct input into this form. For this RFP existing performance data will be reviewed and subdivided by quality, responsiveness and scheduling averages and directly input into the scoring form. When there is insufficient information available or when the information available indicates “at standard” performance a neutral rating of “0” will be assigned.
2. Location ratings will be assigned based on the location of the indicated responsible consultant office relative to the center of the project or, for non-site specific contracts, the center of the geographical area of the region for which the services are applicable.

### **Design Efficiency Factor (DEF)**

A new DEF box has been added to the right of the item number on the first page of each item. A checked box indicates that the DEF applies to that particular item. Additional information concerning the DEF is available on the web, under “RFPs Currently Advertised”.